



Full name:

Date of birth:

Place of birth:

Social Security Number:

Employee Identification Number:

Retirement System: CSRS FERS

Branch of military service and time period:

Name of health insurance:

Policy number if you have an NALC MBA policy:

Location of will (the original):

Spouse/survivor's name and address:

Children's names and birthdates:

NALC Retirement Department
National Association of Letter Carriers
100 Indiana Ave. NW
Washington, DC 20001-2144
202-393-4695 www.nalc.org

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When an
active
letter
carrier
dies...

Step-by-step instructions
for survivors to ensure
the payment of benefits

The days following the death of an active letter carrier can prove to be quite traumatic. Many forms and notices must be obtained from the Postal Service and completed at this extremely stressful time.

The NALC stands ready to assist our members and their families during these difficult times.

The information in this brochure, prepared as a guide with the letter carrier's family in mind, contains data that can assist a survivor with this daunting task.

NALC members can help to ease the burden of their survivors by completing the personal information section on the back of this pamphlet.

For assistance, call the NALC Retirement Department at 202-393-4695, or use the toll-free number 1-800-424-5186 (answered only on Monday, Wednesday and Thursday 10 am-noon and 2-4 pm, Eastern time).

1 Notify the employee's immediate supervisor, postmaster and personnel section (if any):

Give the supervisor the letter carrier's locker keys and badge as well as information on time and place of memorial services. Check with USPS personnel or postmaster for benefits for spouse and any dependent children.

2 Fill out forms (obtain from USPS personnel section or postmaster): application for death benefits under the retirement system; claim for unpaid compensation; claim for FEGLI death benefits.

3 Notify the **Thrift Savings Plan** Service Center, National Finance Center, P.O. Box 61500, New Orleans, LA 70161-1500 or call the Thrift Line toll-free at 877-968-3778 if the carrier had a TSP account.

4 Notify the carrier's **NALC branch**.

5 If veteran, notify the **Veterans' Administration** local office or call 1-800-827-1000.

6 Notify **banks** and other financial institutions.

7 Call the local office of the **Social Security Administration** or toll-free 800-772-1213.

8 Notify **insurance companies** (life, health, home, automobile, etc.). If the carrier had a policy with NALC's Mutual Benefit Association, write to 100 Indiana Ave., NW, Room 510, Washington, DC 20001-2144 or call 202-638-4318. If the carrier was enrolled in the NALC Health Benefit Plan, write 20547 Waverly Court, Ashburn, VA 20149 or call 703-729-4677. **Note:** Health benefit coverage for a surviving spouse and dependent children continues automatically if carrier had family coverage at time of death and if a monthly survivor annuity is payable.

9 Have mortuary officials obtain enough certified **death certificates** for your needs (they can suggest how many).